



## JOB ANNOUNCEMENT

### POSITION INFORMATION

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<b>Title:</b>	Accounting Associate	<b>Supervisor:</b>	VP Finance & Advancement
<b>Location:</b>	Martin Library- Administrative Offices	<b>Classification:</b>	Full-Time/Non-Exempt
<b>Department:</b>	Finance	<b>Supervises:</b>	None
<b>Hours:</b>	40 hours/week	<b>Schedule:</b>	M-F, 8am-5pm

### GENERAL DESCRIPTION

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Under direct supervision of VP Finance & Advancement, this position will perform a wide variety of accounting duties including posting to general ledger and recording data to ensure financial records are accurate and complete. Supports the mission and vision of York County Libraries. Ensures accountability to meet commitments.

### EDUCATION & EXPERIENCE REQUIREMENTS

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- Associate degree in business/accounting required, Bachelor's Degree preferred.
- 2+ years bookkeeping, or accounting experience, preferred.
- Proficient with Office 365, Sharepoint, OneNote, Teams, Microsoft Office Suite.
- Experience with accounting software, Sage 50 Quantum Accounting preferred.
- Experience with FCC E-rate Universal Service Program for Schools and Libraries a plus.
- Experience as a Notary a plus.
- Current PA Child Abuse Clearance; PA Criminal History Check; FBI Fingerprint Based Record Check; and Mandated Reporter Training Certificate.

### GENERAL REQUIREMENTS

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This position requires someone with strong attention to detail, a high level of accuracy, and a thorough understanding of the importance of confidentiality in the workplace. Must possess a professional demeanor and enjoy being a team player. Must be able to meet deadlines and work on assignments with changing priorities. The ideal candidate will be a reliable self-starter and feel comfortable handling a variety of accounting and administrative tasks.

### DUTIES AND RESPONSIBILITIES

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- Maintains General Ledger for York County Libraries, posts adjusting journal entries.
- Processes accounts payable and receivable, including check posting and disbursement, ACH/online and credit card transactions and voids, online pay portals including PayPal Pro, eMerchant, and Stripe accounts; reconciles bank and vendor statements.
- Prepares monthly financial statements, including YCL branch and department reports.
- Prepares monthly invoices for contracts/libraries/other.
- In coordination with IT Director, submits and files all forms and reports for FCC E-rate Universal Service Program. Responds to all queries relating to e-rate filing. Reconciles/affirms resulting discounts/reimbursements.
- Maintains effective filing system for digital and physical files and records.
- Provides administrative and general office support, including filing, office equipment and answering phones, problem-solving and troubleshooting.
- Provides backup support to payroll assistant for biweekly payroll processing.
- Provides Notary Services as instructed.

## PHYSICAL REQUIREMENTS

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- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
- Required to perform simple grasping and fine manipulation tasks with both hands. Pick up, hold, and lay down handset of telephone. Depress computer keyboard keys and use of mouse.
- Must be able to reach, lift, and stretch throughout the workday.
- Requires acceptable corrected vision (in both eyes) and acceptable corrected hearing.
- Clear and comprehensive speech required to communicate adequately in performance of this job.

## ADDITIONAL INFORMATION

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### Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
  - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
  - <https://epatch.state.pa.us/>
- Federal Criminal History Record
  - <https://www.identogo.com/locations/pennsylvania>
- Mandated Reporter Training Certificate
  - <https://www.reportabusepa.pitt.edu>

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**York County Libraries supports workplace diversity and is proud to be an Equal Opportunity Employer.**

**If this position matches your interests and qualifications, please visit [jobs.yorklibraries.org](https://jobs.yorklibraries.org) to complete an employment application.**